

COMPLETION CHECKLIST FOR PREPARING PERMANENT DUTY TRAVEL AUTHORIZATIONS (DD1614)

User. All Travel-Approving/Directing Officials, Authorizing Order/Issuing Officials and Order Writers, who prepare and approve Authorizations for DoD Civilian Permanent Duty or Temporary Change of Station Travel.

NOTE: Submission of any PDT/TCS claims that include incomplete/incorrect Travel Authorizations (DD1614) may result in delay of payment to the employee. **PLEASE NOTE:** Pen & ink changes to the DD1614 are not acceptable.

Purpose: This checklist pertains to the May 2003 version of the DD 1614 and should be completed by the users above to ensure Request/Authorizations for DD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel are proper, complete and in compliance with applicable regulations.

1. ☐ Is the administrative data in Items 1 through 5 complete and correct?
2. ☐ Is the Retirement Code in Item 6 complete and correct?
3. ☐ Are the Releasing Station and New Official Station and their locations listed in items 7 & 8?
If First Duty, is the address in Item 7 the address shown on the transportation agreement as the actual residence?
4. ☐ Is Item 9 Reporting Date At New Duty Station complete and correct?
5. ☐ Is the Travel Purpose (block 10) checked and is the type of travel correct for the employee. If the Other block applies, is the required explanation stated in Item 28, Remarks or Other Authorizations?
6. ☐ Is Item 11, Transportation Mode checked? And if applicable is the correct mileage rate indicated?
7. ☐ Are Items 12a-Per Diem for Employee and 12b-Per Diem for Dependent(s) complete, if applicable?
8. ☐ House-hunting Trip (Items 13a & b) - If the employee is authorized an HHT, are the number of calendar days Authorized indicated and is the order marked actual expense or fixed? **NOTE:** First duty travel employees are not entitled to HHT.
9. ☐ Temporary Quarters Subsistence Expense (TQSE) (Items 14a & b) - If the employee is authorized TQSE, are the number of days indicated and is the order marked actual expense or fixed? **NOTE:** First duty travel employees are not entitled to receive TQSE.
10. ☐ Household Goods Shipment (Items 15a & b) - If HHGs shipment is authorized, is the appropriate block marked after completing the required cost comparison? Is the Net Weight Authorized indicated in b ?
11. ☐ Other Authorized Expenses (Item 16) – Are all items authorized marked and allowable? **NOTE:** The amount of any PDT allowances advance must be computed in accordance with Service finance policy.
12. ☐ Dependent travel (Item 17) - If there are dependents, is this Item complete and accurate?
13. ☐ Dependent travel from (Item 18a and 18b) - if there are dependents listed on the orders, are these items complete and correct?
14. ☐ Dependents (Item 19a,b,c) - Are dependent's names, relationships and dates of birth correct and eligibility status verified?
15. ☐ Estimated Cost (Item 20a-d) – Are these items complete and correct?
16. ☐ Was a Transportation Agreement required and signed (Item 21)? If so, is the date the employee signed the agreement indicated?
17. ☐ Accounting citation (Item 22) – Is the fiscal data provided? Are funds obligated against the PDT/TCS travel authorization? Are the document numbers complete and correct, and are account processing codes (APC's) provided?
18. ☐ Is the name, title and signature of the (Travel) Approving/Directing) Official shown in Items 23a & b?
19. ☐ Is the title, and signature of the Authorizing Order-Issuing Official and address of the Authorization issuing organization shown in Items 24a, b and c? Is this correct?
20. ☐ Is Item 25 -Travel Authorization Number complete & correct? (If amended order is the initial order number referenced?)
21. ☐ Is Item 26-Date Issued complete & correct?
22. ☐ Back of DD Form 1614 (Item 27) - is the address of the paying office (DFAS-CO) indicated? Also listed should be the fax number and the travel customer service number. Is this information correct?
23. ☐ Remarks or other authorizations (Item 28) – Are all special requirements, leave, specific allowances, required statements and procedures the employee is authorized to follow included in this box? Guidance on specific statements that must be included on PCS/TCS Travel Authorizations can be found in the Joint Travel Regulation (JTR) Vol II Chapter 3. (Please also include the e-mail address and telephone number of the Order Writer).